



## **HIV PLANNING COUNCIL**

**October 13, 2004**

### **FOUNTAIN VALLEY HOSPITAL**

Saltzer Conference Room  
17100 Euclid Ave., Fountain Valley

### **CORRECTED MINUTES**

**Chair:** Sylvia Mata

**Vice Chairs:** Puki Liptrapp and Martin Salas

**Recorder:** Emily Bangura

**Members Present:** Ignacio Alvarez, Jordan Bako, C.J. "Tony" Barnett, Martin Becerra, Clayton Chau, Michael Ferguson, Linda Foster, Kelly Gomez, Betsy Ha, Jerry Lail, Puki Liptrapp, Josie Lopez, Maria Marquez, Liz Pejeau, Christopher Ried, Terry Roberts, Gerardo Rosas, Martin Salas, Jorge Santoscoy, Ricky Session, David Souleles, Terry Stone, Robert Thompson, Jeremiah Tilles, Modesto Vasquez, Kurt Weston, Clarence Williams and Miles Wood.

**Affiliates:** Arthur Reyes (LOA).

**Excused Absences:** Jeff Byers, Shawn Coakley, Denise Lavigne and Sylvia Mata.

**Members Absent:** Laureen Becker, Geeta Gupta and Mary Hale.

**Staff:** Yvette Petruzzelli, Emily Bangura, Hope Hagen, Diana Banzet and Brandon Page.

**Guests:** James Stewart (Parliamentarian), Angela Coron, Tucker Baldwin, Alan Witchey (ASF), Vickie Ferguson, Chris Prevatt, Patty Ellis (Shanti, O.C.), Phuong Dao (UCIMC), Donna Buciaga (Delhi Center), Mitch Cherness (HCA-REACH), Eileen Silverman, Patrick Sullivan and Elizabeth Mediano (Asian/Pacific-Islander AIDS Intervention Team, APAIT).

#### **Item I. Call to Order**

Co-Chair Martin Salas called the meeting to order at 6:04 p.m. with a quorum being present.

#### **Item II. Welcome & Introductions**

A. Pledge of Allegiance

B. Moment of Remembrance: Brother Augustine Packard was remembered for his hard work and dedication with Mercy House as well as the Housing Committee.

- C. Swearing-in of New Members: Terry Stone, Jerry Lail, Terry Roberts, Jorge Santoscoy, and Kelly Gomez.
- D. Introduction of Members and Guests: See above.

### **Item III. Approval of Agenda, Motion # 1**

Agenda approved, with a request to move Item # VI.A.1. After #VI.C.6. (Membership report).

### **Item IV. Approval of Minutes from September 8th, 2004, Motion # 2**

Minutes were approved with corrections by unanimous consent. Corrections as follows: under Members present, Dr. Christopher Ried was present at this meeting and not listed. Under Guests present, Terry Stone was present. Under Item # XI, Line 7, Members Privilege, Jerry Lail requested it to read as follows " He expressed concerns that there was no response to the EAM requests for bids from vendors and that; the grantee (Health Care Agency) has repeatedly missed deadlines ..."

### **Item V. Public Comment, Non-Agendized**

Chris Prevatt expressed concern that the grantee did not meet the Evaluation of the Administrative Mechanism deadline and that issues related to Quality Management funds are not being addressed.

### **Item VI. Committee and Task Force Reports**

#### **A. Housing Committee**

The following Housing Committee recommendations were discussed and considered:

#### **Motion # 4**

1. To approve the funding recommendations of the Housing Committee for the Reallocation of HOPWA funds for FY 04-05 as follows:

\$ 34,137 to Nutritional Supplements

\$ 13,435 to Food Bank

The motion passed by vote as follows: Yes = 22, No = 0, Abstain = 4 (Becerra, Lail, Session, and Pejeau)

#### **Motion # 5**

2. To approve the revised Housing Committee Policies and Procedures.

The motion passed.

Jerry Lail asked Planning Council members to complete a questionnaire regarding Housing Committee meeting time, location and participation.

#### **B. Membership Committee**

The following Membership Committee recommendations were discussed and considered:

#### **Motion #6**

1. To approve adding two new members to the Planning Council: J. Tucker-Baldwin and Vickie Ferguson.

2. To approve an additional term for members newly appointed in October whose terms end

2004: Terry Stone, Jerry Lail, Shawn Coakley and Denise Lavigne.

3. To approve an additional term for current members whose term expires December 31, 2004: Liz Pejeau, Martin Becerra, Miles Wood, C.J. "Tony" Barnett, Sylvia Mata, Puki Liptrapp, Ignacio Alvarez, Clarence Williams, Michael Ferguson, Jordan Bako and Geeta Gupta.
4. To approve Chris Prevatt and Debbie McGregor-Orosco for affiliate membership.
5. To approve the recruitment of a Latino/a to fill the remaining seat to enhance reflectiveness of Latinos in the epidemic.

The motion passed.

David Souleles explained that #1, #2 and #3 (above) would have to go to the Board of Supervisors for approval while # 4 would have to go to the Health Officer for approval.

Robert Thompson expressed an interest in joining the Membership Committee. Puki Liptrapp responded that all committees are always open to members. She reminded members that it is mandated that each member of the Planning Council belong to at least one Committee.

### **C. Priority Setting and Allocation Task Force**

#### **Motion #3**

The following Priority Setting and Allocation Task Force recommendations were discussed:

1. To approve the Reallocation of Title I funds for FY04-05 as follows:
  - \$ 59,134 to Dental Care
  - \$ 27,000 to Mental Health – Latino
  - \$ 80,000 to Case Management – Community
  - \$ 24,044 to Case Management – County (for Substance Abusers)
  - \$ 15,000 to Medical Care: Direct Medical Services (for additional MD hours).

The motion passed.

### **Item VII. Evening Recess**

### **Item VIII. Continued Committee and Task Force Reports**

#### **D. State Office of AIDS**

No Report.

#### **E. Executive Committee**

David Souleles reported that the Committee met and discussed the option of contracting HIV Planning Council support out to an outside vendor or to stay with the Health Care Agency. It was agreed for this coming year to stay with the Agency.

#### **F. Client Advocacy Committee**

Robert Thompson reported that there was no meeting.

### **G. Prevention Planning Committee**

Angela Coron reported that the Committee has been meeting every two weeks and is working on the reallocations for prevention services.

### **H. Standard of Care Ad Hoc Committee**

Angela Coron reported that there was no meeting.

### **I. Evaluation of Administrative Mechanism Task Force**

Task Force Chair Kurt Weston reported that EAM Task Force (Kurt Weston and Shawn Coakley) had selected a vendor, Carol Maytum Consulting Services (CMCS) to perform the evaluation of the administrative mechanism on behalf of the Orange County HIV Planning Council. They will conduct the EAM for FYs 03-04 and 04-05 concurrently. The assessment will include, but is not limited to, the following: stakeholder interviews, surveys of Planning Council and Committee/Task Force members, surveys of service providers, and administrative and fiscal document review. The consultant will also prepare reports of the assessment, any findings, and recommendations for the Planning Council. A report of the EAM will be completed in time to present at the January 2005 Planning Council meeting. An addendum will also be prepared, if needed, for presentation at the June 2005 meeting. CMCS will conduct three site visits and will also attend at least one Planning Council meeting to explain the process and answer any questions from members.

### **Item IX. Public Policy**

There was no report.

### **Item X. Staff Reports**

#### **A. HIV Planning and Coordination**

##### **Title I Application**

David Souleles reported that staff is continuing work on the Title I Application. Jane Chai, the new Staff Specialist (hired recently) is the key person working on this application, which is due on November 10, 2004. This year the application was received late and staff only has 60 days to complete it. Last year, the application was over 400 pages and this year HRSA changed the guidelines to shorten the application to only 80 pages. The first draft is already completed and the second draft will be ready for review by next week.

##### **Title II Site Visits**

David Souleles reported that there was two site visits and they went very positive with no findings from the State Office of AIDS. They were very pleased with Dr. Christopher Ried's hard work and dedication to the lives of his patients.

##### **HRSA Site Visit**

David Souleles reported that we are still waiting to hear feedback on the final report.

##### **Staff Update**

David Souleles reported that the Staff Specialist's position is filled by Jane Chai. The Program Supervisor's position remains open for recruitment, and will be hired by the new Program Manager. David reported that 50 applications have been received for the Program

Manager's position and he will start interviews in the next couple of weeks. Irene Tyrrell is expected back in the office next week, October 18, 2004. Yvette Petruzzelli is back from LOA. David mentioned that he is also delighted to report that the Board of Supervisors approved the contract for Angela Coron's for up to a year.

### **Shared Data**

David Souleles reported that HRSA Technical Assistance has been working closely with the unit to identify consultants. A promising consultant has been interviewed and will be re-interviewed next week.

### **QM Report**

David Souleles reported that the County does recognize a staffing need. The department is trying to unfreeze the position and recruitment will start as soon as possible.

### **Outcome Measures Report, FY 03-04**

Angela Coron gave a report on QM for FY 03-04. She reported that the initial analysis of the data shows general overall positive results for FY 03-04. The following examples were given from the report: The primary medical care program reported positive outcomes as measured by CD4 counts, viral load, and instances of new or recurrent opportunistic infections. The outcomes for specialty medical care were positive for viral load and opportunistic infections, but fell short of the target-projected figures for CD4 counts. Case management outcomes met projected figures for two of the three indicators, but fell short on the third indicator. The Latino/MAI program showed improvements on all three indicators.

Liz Pejeau (part of the Steering Committee) explained the process of how the information was gathered.

Angela Coron asked members to forward any suggestions or questions directly to the HIV Planning and Coordination unit.

### **B. Contract Development & Management**

Hope Hagen provided a brief update of the two HIV Services contract amendments that were scheduled to be heard at the September 28, 2004, Board of Supervisors meeting. Both the FY 2004-05 Agreement for HIV Specialty Services and the Agreement for HIV Housing Services were approved by the Board.

### **Item XI. Member's Privilege, Non-Agendized**

Jerry Lail reminded members to fill out the questionnaire on Housing Committee meeting time, location and participation and leave it in the box at the back of the meeting hall.

### **Item XII. Announcements**

None

### **Item XIII. Adjournment**

Co-Chair, Martin Salas adjourned the meeting at 7:56 p.m.  
Next meeting will be November 10, 2004 at 6:00 p.m.